

Internal/External
STATE OF MONTANA JOB VACANCY

DEPARTMENT OF CORRECTIONS
An Equal Opportunity Employer

December 21, 2006

Job Title:	Investigator	Position No.:	64111021
Division:	Investigation/Compliance Monitoring	Pay Band:	6
Location:	Deer Lodge; Montana State Prison	Bargaining Unit:	None
Status:	Permanent/full time	Supplement:	Yes
Salary:	\$18.065--\$22.582 per hour	Shift:	TBA

Application Deadline: Applications may be returned to any local Job Service Office or the Department of Corrections by email, fax or hard copy.

Human Resources, Room 311
P.O. Box 201301
1539 11th Ave.,
Helena, MT 59620-1301

fax to (406) 444-4551 email to hrcen@mt.gov

No later than 5:00 p.m., January 5, 2007

Application materials are available on the web at <http://mt.gov/statejobs/statejobs.asp>

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact a Personnel Specialist at 444-4394. The Department of Corrections is a smoke free agency.

Equal Employment Opportunity Employer: The Department of Corrections does not discriminate on the basis of disability or other legally prohibited basis. And will provide upon request reasonable accommodations to enable an applicant with a disability to apply and interview for a position.

Special Information:

Incumbent will travel between 25% and 30% of the time.

Typical Duties:

Investigation Process

- Identifies and locates witnesses, victims and suspects through the use of criminal history, driver records, work records, parole information, prison intelligence and other methods to allow for interviews needed to investigate an allegation.
- Interviews witnesses, victims and suspects by using proper interview technique and knowledge of the requirements and limitations of Miranda Rights generally and as they apply to inmates, parolees and probationers, to identify direct testimony which may establish key facts of an investigation. Conducts investigations with knowledge of inmate culture, facility dynamics and institution policies and procedures.
- Conducts internal and confidential affairs investigations concerning very sensitive security issues potentially involving inmates, protective custody inmates, visitors and staff by matching accepted investigation techniques to the situation presented and by analyzing data (directly and indirectly obtained) in order to develop an accurate and defensible case file.
- Testifies in criminal, civil and administrative actions as the investigating officer for the department to ensure successful prosecution or determination of the incident.

- Conducts undercover investigations of criminal activity in Department of Correction's facilities by posing as an employee/patient in order to obtain necessary information for criminal/disciplinary cases.
- Prepares and executes search warrants, petitions, formal orders, affidavits, and legal documents in maintaining detailed documentation of investigative process using writing skills and knowledge of judicial procedures and document formats.
- Collects and reviews documents including inmate or patient requests to staff, disciplinary reports and grievance reports related to any investigation. Acts as a central repository for this information in order to detect activities which may threaten institutional security or give clues to criminal activities, by analyzing and interpreting information to determine relationships between and among various incidents and the implications of the information.

Evidence

- Properly identifies and handles all evidence which may relate to an investigation through use of appropriate packaging material and evidence logs to preserve the evidence if needed for lab analysis or future prosecution and to document and ensure a concise chain of evidence for each investigation.
- Conducts or participates in institutional and other searches to locate evidence or suspects by being familiar with search procedure and limitations inside and outside institutions to obtain needed evidence.
- Packages and submits potential evidence to the crime lab by using proper packaging and lifting procedures including photographing and diagramming each piece of evidence to ensure quality is maintained for lab analysis and crime scene reconstruction as needed for prosecution of the case.
- Conducts or assists with electronic surveillance to obtain evidence through the use of an undercover operative or ensure the safety of another officer functioning in an undercover role.

Investigation Planning

- Develops a case plan, including methods, procedures, equipment, and timing based on knowledge of investigative techniques and criminal and evidence law, which outlines investigative steps and estimated completion dates to ensure maximum effectiveness of time and a complete and accurate investigation.

Investigation Coordination

- Coordinates and determines sequence of maintenance and upgrades telephone monitoring equipment; i.e. Dictaphone, Science Dynamics and U.S. West Communication. Operates and monitors recordings of information which may detect inmate escape plans, drug trafficking and other illegal activities by the inmate population and/or their contacts outside the institution.
- Coordinates with other local, state, federal and out-of-state law enforcement agencies to ensure effective recovery of escapes and access to correctional information needed to support other ongoing investigations.
- Coordinates and facilitates requests for assistance from sheriff or police departments, federal agencies, the State Criminal Investigation Bureau or other state, or local law enforcement personnel when needed to properly investigate internal or follow external criminal activity to its source.

Investigation Report Writing

- Keeps detailed and accurate investigative case notes to allow for later report preparation and accurate testimony.
- Completes investigative case reports using report writing technique which identifies all relevant facts and includes a case summary, evidence list, witness list and narrative and for more complex investigations may also include photo logs, crime scene diagrams and investigative flow charts which provide the reader with an easy to read and understandable description of each investigation and the supporting facts.

Program Management

- Operates within the budget allowed for investigative activity and allocates time to ensure statewide availability of investigative services while providing direct support to prison security and operations.
- Regularly updates the Investigations and Compliance Monitoring Bureau Chief regarding activities, investigations and interpretation of information through briefings, memorandums, and required activity reports.

- Regularly updates the Wardens concerning prison-related issues.
- Performs as intelligence officer and liaison staff with law enforcement agencies in emergency situations as identified in the emergency plan.
- Performs all work tasks in a proper and safe manner following established policies, general safety rules and safe operating procedures.
- Cooperates with other staff and demonstrates respect for other employees which contributes to a positive and efficient working environment.
- Complies with Department, Division and Unit policy and/or direction and consults as needed or required with supervisors to obtain clarification or address concerns.
- Operates the prison Criminal Justice Information Network equipment in order to receive, send and collect investigative information to assist in resolving criminal activity or dissemination of intelligence information.
- Reviews and determines if results of breathalyzer testing would serve as evidence or intelligence to establish illegal or unauthorized substance usage.
- Analyzes, manages and audits the urinalysis testing program at Montana State Prison to ensure standardized, proactive and consistent methods are used to detect and control the unauthorized use and/or abuse of any alcohol or illegal drug by inmates.
- Ensures security of the Criminal Justice Information terminal by authorizing communications sent by the Prison Terminal Agency Coordinator (TAC) and establishes needed internal procedure.

COMPETENCIES:

Loyalty and dedication

Adheres to organizational goals and the tasks, at hand. Aligns actions and activities with the needs and goals of the organization.

- Exhibits long-term commitment to the organization
- Maintains loyalty when agency leadership changes
- Demonstrates dedication to community service
- Is aware of position as it relates to the needs of the state of Montana

Listening

Gives full attention to and makes a conscious effort to hear other's ideas, concerns, questions and issues with interest, empathy and objectivity. Paraphrases and asks clarifying questions to ensure understanding of the message when required.

- Actively listens, probes, understands
- Restates or summarizes the message accurately
- Listens without interrupting or judging
- Uses "listening" body language

Conflict Management

Manages disagreements through open discussion with affected parties; seeks collaborative resolution while keeping the best interests of the organization in mind.

- Effectively manages differences and resolves conflict by confronting problems openly, constructively and appropriately
- Maintains focus on the issues and results during times of conflict
- Seeks solutions to conflicts which will satisfy the interests of multiple parties
- Effectively manages differences and resolves conflict by confronting problems openly, constructively and appropriately

Decision Making

Independently takes action and responsibility for solving problems. Makes decisions designed to achieve desired outcomes. Challenges the status quo by taking calculated actions in complex, ambiguous, contentious or hazardous situations to force an issue or set a direction.

- Solicits input from others and aligns decisions with business needs
- Takes responsibility for decisions made
- Analyzes issues and problems; makes decisions based on situational variables
- Identifies alternatives and thoroughly evaluates expected results, risks, needs, time frames and resources
- Makes timely decisions

Prioritizing, Multi-tasking, balancing Multiple Projects

Recognizes or establishes the relative importance of multiple issues, tasks, and opportunities to maximize the productivity of the organization.

- Prioritizes tasks and handles the most urgent ones first
- Uses time wisely
- Handles multiple tasks and projects simultaneously without jeopardizing quality
- Remains aware of workload; makes appropriate adjustments to meet deadlines and complete tasks

Responsibility And Independence

Prefers to be proactive; takes calculated risks and makes difficult decisions, despite ambiguity or adversity. Self-governing; not requiring or relying on something or someone else. Considered trustworthy; accountable for own conduct.

- Takes effective action, when appropriate, without being told
- Identifies current opportunities or problems and acts to achieve results
- Anticipates situations and events by verifying options and developing alternate solutions
- Openly seeks out and listens to new ideas and business opportunities

Personal Accountability and Ownership

Takes pride in the job. Actively engages in professional self-development opportunities. Accepts individual responsibility for all actions taken.

- Accepts responsibility and understands consequences for failures and mistakes as well as accomplishments and successes
- Expresses ideas for continuous improvement as well as producing work of excellent quality
- Strives for excellence
- Demonstrates a willingness to be judged by the risks that are taken

Ethics

Models high standards of honesty, integrity, trust, and openness. Knows, understands, and follows through with the correct standards of conduct and moral judgment required; is willing to act outside the norm when needed to adhere to ethical principles. Communicates and demonstrates actions in a consistent manner. Respects others, regardless of individual capabilities, agendas, opinions or needs.

- Consistently models high standards of honesty, integrity, trust, openness, and respect for the individual
- Inspires, motivates and guides others toward goal accomplishment within ethical guidelines
- Takes a stand and resolves important ethical issues
- Keeps promises; actions are consistent with words
- Maintains ethical standards in both internal and external business dealings

Interpersonal Understanding

Relates to others in an open and accepting manner; friendly and approachable. Adjusts to how individuals and the work unit function and react. Senses how others feel; treats others with respect. Cultivates rapport with all persons encountered at work.

- Relates to others in an open and accepting manner
- Maintains an understanding of different viewpoints
- Addresses discrimination and other intolerable behavior of others
- Builds cooperative relationships
- Looks at others as "partners" or "team members"

Teamwork

Works cooperatively with others as part of a team as opposed to separately or competitively.

- Participates in group discussions and respects the opinions of others
- Identifies and pursues solutions and looks for alternative ways to work with others that will create better results and working relationships
- Is proactive and willing to take a leadership role without being asked
- Works collaboratively with other teams, work units and peers

Plan, Organize, Gather Information and Conduct Research

Defines an end result. Sets or follows a course of action to achieve it. Anticipates potential obstacles and monitors progress. Organizes tasks into component parts in a rational, methodical way. Collects and uses relevant information, data, and opinions.

- Organizes projects into manageable pieces

- Prioritizes ideas using a rational basis
- Anticipates obstacles realistically when planning
- Develops a short and long range plan of action that is comprehensive, creative, realistic and effective in meeting goals
- Reconciles conflicts between short term requirements and long term objectives

Education and Experience:

- Bachelor's degree in Public Administration, Criminal Justice, Sociology, Psychology, or closely related field with coursework in criminal justice field from an accredited college or university
- Preferred Training – burglary and theft; death investigation (natural, suicidal, homicide), basic health care fraud, financial crime investigations, basic drug training, undercover operations, and electronic surveillance.
- 3 to 4 years job-related work experience
- Valid driver license.

THE AGENCY MAY CONSIDER A TRAINING ASSIGNMENT FOR AN APPLICANT WHO DOES NOT MEET THE MINIMUM YEARS OF EXPERIENCE.

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 6/91 or 12/93). **Portions of the application may be photocopied if legible (see page 1 for instructions).**
2. Applicants claiming the **Veteran's or Handicapped Person's Employment Preferences** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. Authorization to Release Information. This Authorization is required for all positions within the Department of Corrections.

****HIRING AUTHORITY DOES NOT RECEIVE THIS FORM DUE TO REQUEST FOR DATE OF BIRTH.****

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Benefits: State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employee's retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.

Immigration Reform and Control Act: In accordance with the Immigration Reform and Control Act, the person selected must produce, within three days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Services Act. Examples of this documentation include a registration card

issued by Selective Service or a letter from Selective Service that shows you were not required to register.

SUPPLEMENTAL QUESTIONS

Job Title:	Investigator	Position Number:	64111021
Application Deadline:	January 5, 2007	Department:	Corrections

Instructions: Please complete the following supplemental questions. This supplement gives you an opportunity to present more complete and specific details regarding your qualifications for this position. Your response must be printed clearly or typed on standard paper; should be no more than 300 words or one page (8X11). Each response should be clear and concise. Please put your name and the position for which you are applying on each sheet. This supplement is reviewed separately from the state application. It is part of the applicant evaluation process.

- 1) Describe your history involving major case investigation. Including photography, evidence collection, transferring evidence to laboratories for analysis, and testifying.
- 2) Describe your history involving death investigation (natural, suicide and homicide).
- 3) Describe your history involving internal affairs investigations involving employees of his/her department or institution and the use of Garrity.
- 4) Describe your history of training and recurring training in interview technique.

DEPARTMENT OF CORRECTIONS
AUTHORIZATION TO RELEASE INFORMATION

Applicant's Name:	
Other names Used:	
Social Security Number:	
Date of Birth:	

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my qualifications for the position for which I have applied as is evident through my past work record. I hereby expressly authorize the Department of Corrections to contact my present or past employers, co-workers, personal references or any other possible work references. I further expressly authorize those aforementioned past employers and/or references to respond to such work related inquiries and to provide any and all information that they may have concerning me, including information of a confidential or privileged nature. I further release those past employment sources from any liability, which may relate to the information provided to the Department in good faith.

I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for purposes related to the hiring decision for the position that I have applied only.

This authorization shall be valid and effective for one year from the date signed.

Have you ever been convicted of Domestic Abuse, either Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

_____ No _____ Yes Date: _____ Jurisdiction: _____

Applicant's Signature: _____ **Date:** _____